CLASSIFICATION A-RDP78-05747A000101091914TCH OFF PITAL For Release 2003/ TO INFORMATION ADDRESSEE CONFIDENTIAL DOMIDENTIAL 25X1 Chief, 116019 FROM Chief, Finance Division SUBJECT HEADQUARTERS FILE NO. DISPATCH SYMBOL AND NO. GENERAL - Administrative **2**5X1 21 OCT 1957 - Bonding of Individuals 25X1 REFERENCE (S) 25X1 CTION REQUIRED: 1. Current organisation policy requires that field personnel in the following entegories be bonded under the position schedule bond; a. Cortifying Officers b. Finance Officers Other finance personnel having access to or responsibility for the control and disbursement of funds. Chiefe of Class B Stations and Bases. 2. It is, accordingly not necessary for the Logisties Officer to be bonded. The Contract Employee assigned to the Finance Office should, however, be bonded if her duties require that she have access to official funds or is charged with responsibility for the custody and control of official funds. In this connection, it is the view of Headquarters that Contrast Employees should not ordinarily be utilized in positions wherein they will be required to assume responsibility for official funds. Such responsibility should ordinarily be limited and assigned to Staff Employees. 25X1A9A his document was dispatched as Item Distribution: 25X1 In Pouch C - 8590 2 - Commo mani Au peul 1 - Commo/Reg. FD Registry TEM NUMBERSON STATE 1 - C/FD Chrono 2 - Comptroller CONTINUED-25X1A9A 40/ AUTHEN 25X1A9A Chief, Finance Division Commo/BF Comptroller Director of Communications ease 2003/0199451F64NORDP78-05747A00010010001

COPY

(40)